



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District
MARK RIDLEY-THOMAS
Second District
ZEV YAROSLAVSKY
Third District
DON KNABE
Fourth District
MICHAEL D. ANTONOVICH
Fifth District

October 15, 2014

To: Audit Committee

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to read "W. T. Fujioka", is written over the printed name and title.

REVIEW OF BOARD POLICY NO. 5.120 – AUTHORITY TO APPROVE INCREASES TO BOARD APPROVED CONTRACT AMOUNTS

In response to the request from the Executive Officer of the Board of Supervisors, this Office has reviewed Board of Supervisors' Policy 5.120 – Authority to Approve Increases to Board Approved Contract Amounts.

This Office recommends no changes be made to the policy, and that the sunset review date be extended for four more years to January 16, 2019.

If you have any questions regarding this memorandum, please contact Frank Cheng of this Office at (213) 893-7938, or at fcheng@ceo.lacounty.gov.

WTF:SHK:FC:ib

Review of Board Policy No. 5.120 – Increases in Contract Amounts

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Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
5.120	Authority To Approve Increases To Board Approved Contract Amounts	02/14/95

(See also [5.070](#))

PURPOSE

Delegates responsibility to the Chief Executive Officer to review and approve clauses in proposed contracts which delegate to department heads the authority to approve stipulated percentage increases of up to 10 percent in Board approved contract amounts.

REFERENCE

February 14, 1995, Board requested the Chief Administrative Officer to review and approve clauses in proposed contracts that delegate authority to Department Heads to increase contracts up to 10 percent of total contract amount.

[February 23, 1995](#) memo to Department Heads from the Chief Administrative Officer entitled *Contract Clauses Delegating Authority to Approve Increases*.

POLICY

- The Chief Executive Officer is to review and approve clauses in each proposed contract which delegates to the department head the authority to approve stipulated percentage increases in the total contract amount; and
- Such contract clauses should stipulate as specifically as possible the criteria for allowing a department head to approve such increases; and
- Any department request for a percentage increase exceeding 10 percent of the total contract amount must provide a detailed justification and advance written notice to the Board of Supervisors, with a copy to the Chief Executive Officer, at least two weeks prior to the Board Meeting at which the proposed contract is to be presented.

RESPONSIBLE DEPARTMENT

Chief Executive Office

DATE ISSUED/SUNSET DATE

Issue Date: February 23, 1995
Reissue Date: January 16, 2003
Review Date: January 18, 2007
Review Date: March 17, 2011
Review Date: November 19, 2014

Sunset Review Date: January 16, 2003
Sunset Review Date: January 16, 2007
Sunset Review Date: January 16, 2011
Sunset Review Date: January 16, 2015
Sunset Review Date: January 16, 2019